

National Civil Service League

Executive Registry

70 953



February 20, 1970

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Honorable Richard M. Helms, Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Helms:

It is with great pleasure that we tell you that our Board of Directors has just named a career employee of your staff to receive a 1970 NCSL Career Service Award. He is Mr. Lawrence R. Houston.

We will wait a few days before informing your winner, in case you would like the pleasure of first notifying him personally.

A May 8 banquet, preceded by a reception at 6:30, at the Washington Hilton Hotel, will be the scene of the Award Ceremony. Traditionally, top government officials take part in the banquet program by introducing their Awardees to receive the award from a League officer. Therefore, I cordially invite you to join us in "black tie" at the reception, and as a head table banquet guest.

Further, we would appreciate your naming a ranking official who would have the responsibility for coordinating and facilitating your agency efforts in this program...for example, on attendance, publicity and other arrangements. When your office notifies us of your designee, we would like to invite him or her to a planning meeting in early March.

I hope that you will be able to join us for the banquet, and I look forward to your early reply.

Sincerely,

Mortimer M. Caplin

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Mr. Wattles:

Barbara called me regarding Mr. Houston winning the National Civil Service League Award. Colonel White said the letter should be prepared for the Director's signature as if he accepts for the banquet on the 8th even though we don't know that he will accept. We do know that he currently, at least, has nothing on his calendar to Elizabeth's knowledge. Prompt reply is requested.

Helen

*I'll take to Mr. []
and ask for reply by tomorrow?
Pls initial buckslip.*

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Note to ER

Please re-attach to C/BSD
copies.